



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SUPERVISING INSURANCE COMPLIANCE OFFICER

\$5,364 - \$6,672

CONSUMER SERVICES & MARKETING CONDUCT BRANCH

CLAIMS SERVICES BUREAU

TWO POSITIONS

LOS ANGELES

RESPONSIBILITIES:

Under general direction of the Bureau Chief, the incumbent will plan, organize and direct the activity of staff engaged in resolving and responding to consumer complaints/inquiries specific to claims handling practices; develop training plans for staff development and provide training; assist in establishing Bureau policy and procedures; enforce consistency of operations within the Bureau; responsible for the most complex and sensitive projects as assigned; represent the Bureau at meetings and industry functions as directed by the Bureau Chief; and other related duties as required.

DESIRABLE QUALIFICATIONS:

- Five years of property & casualty insurance claims adjusting experience other than Workers' Compensation experience;
- A minimum of two years' experience in a supervisory capacity directing three or more professional claims personnel, other than Workers' Compensation staff;
- Graduation from college with a bachelor's degree is highly desirable;
- Have knowledge of insurance practices and the Insurance Code
- Proven supervisory, interpersonal, analytical and verbal/written communication skills
- Willing to take initiative;

WHO MAY APPLY:

Applications will be accepted from current State employees at the Supervising Insurance Compliance Officer level, those within transfer range, or individuals who have list eligibility for Supervising Insurance Compliance Officer. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

11/15/13 MR

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Supervising Insurance Compliance Officer, PSN # 413-372-8560-002 and #413-372-8560-004" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3308 or email – Malinda.Randolph@insurance.ca.gov.

FINAL FILING DATE: November 25, 2013

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

11/15/13 MR

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
